Study of the
State of Emergency Management
at the Local Program Level

Questionnaire

Washington State Governor's

Emergency Management Council

Task Force on Local Programs

April 2004

Tribe:_____

Name of person responsible for emergency services: _____

Title:_____   Telephone:_____

Email:_____

Name of person completing this questionnaire: _____
  (if different from above)

Title:_____   Telephone:_____

Email:_____

This instrument was developed by the Emergency Management Council Task Force on Local Programs. It was designed to collect information on local emergency management programs in order to develop a snapshot of the broader, statewide system of emergency management in Washington State. It is not intended as a tool to evaluate individual tribal programs.

Individual response data will be protected by the Washington State Emergency Management Division as sensitive information, and as such will not be subject to public disclosure laws. Findings will be presented to the Emergency Management Council in Fall 2004.

Thank you for your significant investment in this effort to develop a comprehensive and accurate picture of the state of emergency management in Washington State. Your thoughtful responses to the following questions will help to identify both the strengths and weaknesses of our current statewide emergency management system, and contribute to developing recommendations for needed change.

If you have any questions while completing this questionnaire, please feel free to contact any member of our project team:

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ABOUT THIS QUESTIONNAIRE

This survey also is available to be completed online at http://www.emctaskforce.org/survey.htm. This survey is divided into nine sections:

  I.   PROGRAM PROFILE
  II. LAWS & AUTHORITIES
  III. HAZARD IDENTIFICATION & MITIGATION
  IV. PLANNING & PREPAREDNESS
  V.   RESPONSE OPERATIONS
  VI. RECOVERY OPERATIONS
  VII. FACILITIES & RESOURCE MANAGEMENT
  VIII.TRAINING & EXERCISES
  IX. COMMUNICATION

The first section asks you to provide a brief profile of your emergency management program.

Each of the following sections contains statements regarding your tribe's emergency management program and/or capabilities. Indicate "Yes" if you could reasonably demonstrate that this statement is true for your program, or "No" if you could not. If you are unsure that a statement applies to your program, select "Don't Know."

Sections II through IX also contain questions asking you for your best assessment on several topics. Following each question is a number scale from 1 to 5. Circle the number that you feel represents the degree to which the statement reflects your program.

At the end of each section there is an opportunity for you to provide comments regarding your program, or on the subject of that section in general.

AFTER COMPLETING THIS QUESTIONNAIRE

Please submit your completed questionnaire by **Friday, May 28, 2004** to:

Nicole Simpkinson, Project Director
Washington State Association of Counties
206 Tenth Avenue SE, Suite A
Olympia, WA 98501-1311

(360) 753-1886

I. PROGRAM PROFILE

This section contains questions regarding your tribe's emergency management program office resources only. Do not consider response agencies or departments.

1. Do you have an established emergency management program?_____

2. Which tribal program is currently designated the lead for responding to disasters?_____

3. Does your tribe have a dedicated space for day-to-day emergency management program operations?

    [   ] Yes   [   ] No. **If no**, who else shares this space?_____

4. What are the hours of operation of your emergency management program office?_____

5. What is your total annual budget, including grants, for the current fiscal year?_____

6. What percentage of your emergency management program funding comes from…?

    _____% General operating funds   _____% Grants

    _____% Fees   _____% Other:_____

7. What position is designated as having emergency management responsibilities?
    (e.g., Fire Chief, Director of Emergency Management)

    _____

8. To whom does this position report?_____

9. What percentage of his/her time does this person dedicate to emergency management
    responsibilities?_____

10. What position manages the day-to-day operations of your emergency management program?

    _____

11. What percentage of his/her time does this person dedicate to emergency management
    responsibilities?_____

12. Do you have the capability/staffing to effectively apply for and administer grant resources?_____

13. How many total emergency management program staff does your tribe employ?

    _____ Full time   _____ Part time _____ Contract employees

14. How many total program staff positions are funded by…?

    _____ Operating budget _____ Grants _____ Unfunded volunteers

15. How many total Amateur Radio Emergency Services (ARES)/Radio Amateur Civil Emergency
    Services (RACES) communication officers, coordinators or volunteers are registered with your
    emergency management program?_____

II. LAWS & AUTHORITIES

This section contains statements about laws and authorities. This includes tribal laws or resolutions that establish legal authority for development and maintenance of the emergency management program and organization, or define the emergency powers, authorities, and responsibilities of the tribal leader or the emergency management program manager.

		Yes	No	Don't Know
1.	There is a tribal law or resolution establishing an emergency management program or organization.	[ ]	[ ]	[ ]
2.	A director, with direct responsibility for the organization, administration, and operation of the tribal emergency management organization, has been appointed.	[ ]	[ ]	[ ]
3.	There is a tribal law or resolution establishing legal authorities for declaring a state of emergency or disaster.	[ ]	[ ]	[ ]
4.	There is a tribal law or resolution establishing authority for the preservation and protection of natural and cultural resources.	[ ]	[ ]	[ ]

		Not At All Adequately				Completely Adequately
5.	**Overall**, how adequately do Washington STATE laws and authorities support effective emergency management mitigation, preparedness, response and recovery in your tribal jurisdiction?	1	2	3	4	5
6.	**Overall**, how adequately do your TRIBAL laws and authorities support effective emergency management mitigation, preparedness, response and recovery in your tribal jurisdiction?	1	2	3	4	5

7. Do you have additional comments regarding emergency management laws and authorities?

_____

_____

_____

_____

_____

III.   HAZARD IDENTIFICATION & MITIGATION

This section contains statements about your tribal jurisdiction's hazard identification and mitigation process. This is defined as the process of identifying the full range of hazards that have the potential of causing injury to people, or damage to property, the economy, or the environment. It includes the assessment of the likelihood and magnitude of incidents that could result from both natural and technological (human-caused) hazards. This identification and assessment process often is formalized in a Hazard Identification and Vulnerability Assessment (HIVA).

This section also addresses your tribal jurisdiction's hazard mitigation—actions that reduce or eliminate long-term risk to people, property, the economy, and the environment from natural and technological hazards.

	Yes	No	Don't Know
1. Our tribe has completed, or participated in completing, a Hazard Identification and Vulnerability Assessment (HIVA).	[ ]	[ ]	[ ]
2. Our tribe has identified and assessed the likelihood of occurrence of all hazards in our tribal jurisdiction, including but not limited to natural, chemical, biological, radiological, nuclear, and explosive (CBRNE) events.	[ ]	[ ]	[ ]
3. Our tribe has assessed the vulnerability of people and property to the hazards identified.	[ ]	[ ]	[ ]
4. Historic information (including areas of repetitive loss) for all likely disasters in our tribal jurisdiction is included in the vulnerability assessment.	[ ]	[ ]	[ ]
5. Our tribe modifies its mitigation strategy based upon disaster experience.	[ ]	[ ]	[ ]
6. Our tribe has established a pre-disaster hazard mitigation plan, setting priorities based upon the highest potential for injury, damage, or loss. (Disaster Mitigation Act of 2000)	[ ]	[ ]	[ ]

	Not At All				Completely
7. To what extent has structural inventory vulnerability data been collected and assessed for…?					
a. Critical facilities	1	2	3	4	5
b. Residential structures	1	2	3	4	5
c. Commercial structures	1	2	3	4	5
d. Industrial structures	1	2	3	4	5
e. Transportation infrastructure	1	2	3	4	5
f. Utility infrastructure	1	2	3	4	5
g. Communication infrastructure (including cyberinfrastructure)	1	2	3	4	5

		Not At All				Completely
8.	To what extent has your tribal jurisdiction completed its incorporation of the following into its mitigation strategy…?					
a.	Building construction standards	1	2	3	4	5
b.	Environmental laws	1	2	3	4	5
c.	Hazard avoidance through land use practices	1	2	3	4	5
d.	Relocation, retrofitting, or removal of structures at risk	1	2	3	4	5
e.	Removal or elimination of hazards	1	2	3	4	5

		Not At All Effective				Completely Effective
9.	**Overall**, how would you rate the effectiveness of your tribe's IDENTIFICATION AND ASSESSMENT of all hazards?	1	2	3	4	5
10.	**Overall**, how would you rate the effectiveness of your tribe's MITIGATION activities?	1	2	3	4	5

11. What would help your tribe to improve its identification, assessment, and mitigation of all hazards?

_____

_____

_____

_____

_____

12. Do you have additional comments regarding hazard identification, assessment, and mitigation?

_____

_____

_____

_____

_____

IV.   PLANNING & PREPAREDNESS

This section contains statements about your tribe's planning and preparedness efforts. Planning involves the development and maintenance of a tribal emergency management plan. The tribal plan provides organization, assigns responsibilities, outlines direction and control, and identifies resources that allow the tribal jurisdiction to respond to disaster.

This section also addresses Continuity of Government (COG) and Continuity of Operations (COOP) issues. In the event of a disaster, tribal governments are responsible to provide leadership and preserve order (Continuity of Government), and to provide for basic services (Continuity of Operations).

		Yes	No	Don't Know
1.	Our tribe has established policies and procedures for preserving the Continuity of Government (COG) in an emergency or disaster situation…			
a.	The tribal leader's emergency powers are defined and understood.	[ ]	[ ]	[ ]
b.	A line of succession has been established for the tribal leader, and the heads of tribal programs.	[ ]	[ ]	[ ]
c.	Successors have pre-delegated authority to take emergency actions during an emergency.	[ ]	[ ]	[ ]
d.	Tribal leaders are trained regarding their responsibilities to re-establish order during and after a disaster.	[ ]	[ ]	[ ]
e.	A procedure exists for the preservation of vital local government records.	[ ]	[ ]	[ ]
2.	Our tribe has an emergency management plan, emergency operations plan, or safety plan (Comprehensive Emergency Management Plan (CEMP) or other).	[ ]	[ ]	[ ]
3.	Our tribe has developed a Comprehensive Emergency Management Plan consistent with federal guidelines.	[ ]	[ ]	[ ]
4.	Our tribal plan provides a concept of operations, including…			
a.	Direction, control and coordination	[ ]	[ ]	[ ]
b.	Emergency operations facilities	[ ]	[ ]	[ ]
c.	Mitigation	[ ]	[ ]	[ ]
d.	Preparedness	[ ]	[ ]	[ ]
e.	Response operations	[ ]	[ ]	[ ]
f.	Recovery activities	[ ]	[ ]	[ ]
5.	Our tribal plan addresses the following activities…			
a.	Identification of critical facilities and infrastructure	[ ]	[ ]	[ ]
b.	Damage assessment	[ ]	[ ]	[ ]
c.	Evacuation	[ ]	[ ]	[ ]
d.	Local shelter	[ ]	[ ]	[ ]

	Yes	No	Don't Know
e. Mass medical care	[ ]	[ ]	[ ]
f. Provision and coordination of food, water and other commodities for the affected population	[ ]	[ ]	[ ]
g. Response to transportation incidents (e.g., highway, air, rail, water, pipeline)	[ ]	[ ]	[ ]
h. Preservation and protection of natural and cultural resources	[ ]	[ ]	[ ]
6. Our tribal plan addresses response to all likely natural hazards and disasters as identified in our hazard plan.	[ ]	[ ]	[ ]

7. Our tribal plan addresses response to technological and terrorist threats…

	Yes	No	Don't Know
a. Chemical/HazMat	[ ]	[ ]	[ ]
b. Biological/Bioterrorism	[ ]	[ ]	[ ]
c. Radiological	[ ]	[ ]	[ ]
d. Nuclear	[ ]	[ ]	[ ]
e. Explosive	[ ]	[ ]	[ ]
f. Agroterrorism	[ ]	[ ]	[ ]
g. Cyberterrorism	[ ]	[ ]	[ ]
8. Our tribe has established Mutual Aid Agreements (MAA) or Memoranda of Understanding (MOU) to support our emergency management plan.	[ ]	[ ]	[ ]

	Not At All Effectively				Completely Effectively
9. How effectively do your existing MAA or MOU support your tribe's response and recovery operations?	1	2	3	4	5

	Not At All				Completely
10. To what extent has your tribe developed Continuity of Operations (COOP) policies and procedures…?					
a. Each program or department has identified its mission-critical systems and developed contingency plans in the event of a disaster/failure	1	2	3	4	5
b. Each program or department has identified the key staff required to maintain COOP in the event of a disaster at its facility	1	2	3	4	5
c. Each program or department has developed its individual requirements for a relocation site to maintain operations (e.g., space, utilities, and personnel)	1	2	3	4	5
d. Standard Operating Procedures (SOP), Field Operation Guides (FOG), and/or checklists are developed for each program or department	1	2	3	4	5

PLANNING & PREPAREDNESS

11. To what extent did your tribe collaborate with the following while developing its emergency management plan…?

		Not At All				To A Very Great Extent
a.	Local tribal leaders	1	2	3	4	5
b.	Law enforcement	1	2	3	4	5
c.	Fire protection	1	2	3	4	5
d.	Search and rescue	1	2	3	4	5
e.	Public health	1	2	3	4	5
f.	Emergency medical services	1	2	3	4	5
g.	Hospitals	1	2	3	4	5
h.	Public works and engineering departments	1	2	3	4	5
i.	Transportation	1	2	3	4	5
j.	Energy and utilities	1	2	3	4	5
k.	Schools	1	2	3	4	5
l.	Animal control/animal services	1	2	3	4	5
m.	Washington State Emergency Management Division (EMD)	1	2	3	4	5
n.	Other state agencies (e.g., DNR, DOT, WSP, Department of Agriculture)	1	2	3	4	5
o.	Local city/county agencies	1	2	3	4	5
p.	Federal agencies (e.g., FBI, Corps of Engineers)	1	2	3	4	5
q.	Military support (e.g., State National Guard, Civil Air Patrol)	1	2	3	4	5
r.	Citizen groups (e.g., Citizen Corps/Community Emergency Response Team (CERT), Local Emergency Planning Committee)	1	2	3	4	5
s.	Volunteer organizations (e.g., American Red Cross, Salvation Army, religious organizations)	1	2	3	4	5
t.	Mortuary services	1	2	3	4	5
u.	Media	1	2	3	4	5
v.	Private organizations_____	1	2	3	4	5
w.	Other_____	1	2	3	4	5

	Not At All Capable				Completely Capable
12. **Overall**, how would you rate your tribe's disaster planning capability?	1	2	3	4	5

	Not At All Prepared				Completely Prepared
13. **Overall**, how would you rate your tribe's level of preparedness?	1	2	3	4	5

14. What would help your tribe to improve its all-hazard disaster planning and preparedness?

_____

_____

_____

_____

_____

15. Do you have additional comments regarding disaster planning and preparedness?

_____

_____

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_____

_____

V. RESPONSE OPERATIONS

This section contains statements about your emergency response operations. Response is the series of decisions made and actions taken during a disaster to save lives, protect property and the economic base of the community, and preserve the environment. It is the coordination of resources in response to a disaster. It includes the coordination and implementation of operational policies, plans, and procedures.

	Yes	No	Don't Know
1. Our tribe uses an incident command or management system (e.g., ICS) to respond to disasters.	[ ]	[ ]	[ ]
2. Our tribe regularly conducts post-disaster situation analyses or after action reports to evaluate response activities.	[ ]	[ ]	[ ]
3. Our tribe incorporates lessons learned from post-disaster analyses into revisions of the local emergency management plan, response policies, and procedures.	[ ]	[ ]	[ ]
4. Our tribe has a plan that addresses the reimbursement of costs for response operations.	[ ]	[ ]	[ ]

5. During an emergency response incident, how effectively can your tribe or community provide for…?

	Not At All Effectively				Completely Effectively
a. Care, transportation, and shelter of hospital populations	1	2	3	4	5
b. Care, transportation, and shelter of school populations	1	2	3	4	5
c. Care, transportation, and shelter of other special needs populations	1	2	3	4	5
d. Evacuation of disaster victims	1	2	3	4	5
e. Short and long term sheltering of disaster victims	1	2	3	4	5
f. Supply and distribution of food, water, and emergency commodities	1	2	3	4	5
g. Food, water, and shelter for emergency responders	1	2	3	4	5
h. Coordinated medical response	1	2	3	4	5
i. Mass care operations	1	2	3	4	5
j. Mass fatality and mortuary operations	1	2	3	4	5
k. Search and rescue	1	2	3	4	5
l. Maintenance and repair of utility systems	1	2	3	4	5
m. Maintenance and repair of transportation and other infrastructure	1	2	3	4	5
n. Maintenance and repair of emergency communication systems	1	2	3	4	5
o. Management of livestock	1	2	3	4	5
p. Management of pets	1	2	3	4	5
q. Preservation and protection of natural and cultural resources	1	2	3	4	5

RESPONSE OPERATIONS

		Not At All Effectively				Completely Effectively
6.	During an emergency response incident, how effectively does your tribe communicate, coordinate and cooperate with…?					
a.	Local tribal leaders	1	2	3	4	5
b.	Law enforcement	1	2	3	4	5
c.	Fire protection	1	2	3	4	5
d.	Search and rescue	1	2	3	4	5
e.	Public health	1	2	3	4	5
f.	Emergency medical services	1	2	3	4	5
g.	Hospitals	1	2	3	4	5
h.	Public works and engineering departments	1	2	3	4	5
i.	Transportation	1	2	3	4	5
j.	Energy and utilities	1	2	3	4	5
k.	Schools	1	2	3	4	5
l.	Animal control/animal services	1	2	3	4	5
m.	Washington State Emergency Management Division (EMD)	1	2	3	4	5
n.	Other state agencies (e.g., DNR, DOT, WSP, Department of Agriculture)	1	2	3	4	5
o.	Local city/county agencies	1	2	3	4	5
p.	Federal agencies (e.g., FBI, Corps of Engineers)	1	2	3	4	5
q.	Military support (e.g., State National Guard, Civil Air Patrol)	1	2	3	4	5
r.	Citizen groups (e.g., Citizen Corps/Community Emergency Response Team (CERT), Local Emergency Planning Committee)	1	2	3	4	5
s.	Volunteer organizations (e.g., American Red Cross, Salvation Army, religious organizations)	1	2	3	4	5
t.	Mortuary services	1	2	3	4	5
u.	Media	1	2	3	4	5
v.	Private organizations _____	1	2	3	4	5
w.	Other_____	1	2	3	4	5
7.	**Overall**, how would you rate the effectiveness of your tribe's response to local disasters?	1	2	3	4	5

8. What would help your tribe to improve its response to natural and technological disasters?

_____

9. Do you have additional comments regarding disaster response operations?

_____

_____

VI.   RECOVERY OPERATIONS

This section contains statements about your recovery operations. Comprehensive disaster recovery includes those actions taken to return vital systems to minimum operating standards, and long-term activities to return life and business operations to normal or improved levels.

		Yes	No	Don't Know
1.	Our tribe has planned for disaster recovery.	[ ]	[ ]	[ ]
2.	Our tribe's recovery plan includes the following recovery tasks and responsibilities…			
	a. Organization and staffing for Continuity of Government (COG)	[ ]	[ ]	[ ]
	b. Resource procurement	[ ]	[ ]	[ ]
	c. Department, local jurisdiction, state and private resource coordination	[ ]	[ ]	[ ]
	d. Essential records retrieval and restoration	[ ]	[ ]	[ ]
	e. Debris and waste removal	[ ]	[ ]	[ ]
	f. Salvage operations	[ ]	[ ]	[ ]
	g. Damage assessment documentation/record keeping	[ ]	[ ]	[ ]
	h. Utilization of recovery resources	[ ]	[ ]	[ ]
	i. Utilization of recovery funding	[ ]	[ ]	[ ]
	j. Preservation of natural and cultural resources	[ ]	[ ]	[ ]
3.	Our tribe's recovery plan contains long-term recovery strategies, including sustainability and corresponding resources.	[ ]	[ ]	[ ]
4.	Our jurisdiction's recovery strategy addresses care for…			
	a. Sheltered populations *(population group housed or sheltered from potentially hazardous environment)*	[ ]	[ ]	[ ]
	b. Evacuated populations *(population group removed from a hazardous area)*	[ ]	[ ]	[ ]
	c. Other special needs populations (*population group residing in private homes or group facilities with illnesses, disabilities or other conditions requiring a higher level of care or attention than the general public*)	[ ]	[ ]	[ ]
	d. Pets	[ ]	[ ]	[ ]
	e. Livestock	[ ]	[ ]	[ ]
5.	Our tribe regularly conducts post-disaster situation analyses or after action reports to evaluate recovery activities.	[ ]	[ ]	[ ]

		Not At All				To A Very Great Extent
6.	To what extent does your tribe incorporate lessons learned from the analysis of recovery activities into revisions to the local emergency management plan, policies, and procedures?	1	2	3	4	5

RECOVERY OPERATIONS

		Not At All Effectively				Completely Effectively
7.	How effectively does your tribe coordinate with other agencies and/or private industry to perform the following recovery tasks and responsibilities…?					
a.	Operation of business with limited or no utility services	1	2	3	4	5
b.	Restoration of utility services	1	2	3	4	5
c.	Restoration of business and resident communication systems (e.g., telephone, computer)	1	2	3	4	5
d.	Care of hospital populations	1	2	3	4	5
e.	Care of school populations	1	2	3	4	5

		Not At All Effective				Completely Effective
8.	**Overall**, how would you rate the effectiveness of your tribe's long-term recovery strategies, including sustainability and corresponding resources?	1	2	3	4	5
9.	**Overall**, how would you rate the effectiveness of your tribe's disaster recovery operations?	1	2	3	4	5

10. What would help your tribe to improve its ability to recover from natural and technological disasters?

_____

_____

_____

_____

11. Do you have additional comments regarding disaster recovery operations?

_____

_____

_____

_____

VII. FACILITIES & RESOURCE MANAGEMENT

This section contains statements about your management of emergency facilities and resources. It addresses your tribe's identification, acquisition, distribution, accounting and use of facilities, personnel and major items of equipment for essential emergency functions.

	Yes	No	Don't Know
1. Our tribe has the necessary human resources to support day-to-day and emergency operations…			
a. An emergency management director/coordinator has been appointed	[ ]	[ ]	[ ]
b. There is a system in place to manage volunteers	[ ]	[ ]	[ ]
c. Key program staff members are trained on the mitigation and planning assistance available from the Federal Emergency Management Agency (FEMA)	[ ]	[ ]	[ ]
d. Key program staff members are aware of the procedures to apply for federal and state resources	[ ]	[ ]	[ ]
2. Our tribe has designated space or facilities for use by tribal leaders during a disaster situation.	[ ]	[ ]	[ ]
3. Our tribe has an Emergency Operations Center (EOC), or has a contract with an EOC…			
a. The center was designed and constructed to withstand the hazards of the jurisdiction	[ ]	[ ]	[ ]
b. EOC equipment is tested and maintained on a regular basis	[ ]	[ ]	[ ]
c. The EOC has an emergency generator with an adequate fuel supply, or other backup power supply	[ ]	[ ]	[ ]
d. Security procedures are in place to prevent entrance of unauthorized personnel	[ ]	[ ]	[ ]
e. The EOC provides adequate space to support emergency operations	[ ]	[ ]	[ ]
f. The EOC is adequately equipped to support emergency operations	[ ]	[ ]	[ ]
g. An alternate EOC been identified	[ ]	[ ]	[ ]
4. Our tribe has identified the resource requirements to maintain operations at critical infrastructure facilities during disasters (e.g., water, power, telecommunications).	[ ]	[ ]	[ ]
5. Our tribe has developed procedures for receiving and distributing critical resources in the event of an emergency.	[ ]	[ ]	[ ]
6. Emergency management resource inventories are kept up to date.	[ ]	[ ]	[ ]

FACILITIES & RESOURCE MANAGEMENT

	Not At All				To A Very Great Extent
7. To what extent does your tribe have, or have access to, sufficient equipment for responding to technological threats, including Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE)…?					
a. Equipment and Personal Protective Equipment (PPE) for HazMat responders	1	2	3	4	5
b. Response resources for a terrorism incident requiring mass decontamination of responders and citizens	1	2	3	4	5
c. CBRNE capable response teams and CBRNE related equipment sources (such as private/corporate, intrastate, and military)	1	2	3	4	5
d. Sufficient pharmaceuticals for responders and citizens in the event of a CBRNE incident	1	2	3	4	5
8. To what extent have personnel and equipment resource requirements been identified for site remediation in the event of a technological disaster?	1	2	3	4	5
9. To what extent does your tribe utilize its emergency management equipment and other resources for other non-emergency functions (when not needed for disasters)?	1	2	3	4	5

	Not At All Sufficiently				Completely Sufficiently
10. **Overall**, how sufficiently does your tribe's EOC, or the EOC with which your tribe contracts, support all-hazards response operations in your jurisdiction?	1	2	3	4	5

	Not At All Adequate				Completely Adequate
11. **Overall**, how would you rate the adequacy of your tribe's emergency management FACILITIES?	1	2	3	4	5
12. **Overall**, how would you rate the adequacy of your tribe's emergency management RESOURCES?	1	2	3	4	5

13. What are you currently NOT doing in your emergency management program for lack of (human and other) resources?

_____

_____

_____

14. Do you have additional comments regarding emergency management facilities or resources?

_____

_____

VIII. TRAINING & EXERCISES

This section contains statements about your tribe's training and exercise programs. This includes training, education and exercises for tribal emergency response personnel, whether developed and offered by the tribe, or local, state or federal governments. Regularly scheduled drills and exercises are used to evaluate emergency response plans and training programs, and improve operational policies, plans, and procedures.

		Yes	No	Don't Know
1.	Our tribe participates in an annual training needs assessment.	[　]	[　]	[　]
2.	Our tribe maintains a multiyear training and exercise plan and schedule.	[　]	[　]	[　]
3.	All emergency management personnel are trained in our tribe's incident command or management system.	[　]	[　]	[　]
4.	Our tribe exercises sections of its Comprehensive Emergency Management Plan (CEMP), or disaster response plan, at least annually.	[　]	[　]	[　]
5.	Our tribe participates in regional exercises.	[　]	[　]	[　]
6.	Records are maintained to document training and exercises conducted.	[　]	[　]	[　]
7.	The <u>training</u> programs in which our tribe participates include an evaluation component.	[　]	[　]	[　]
8.	The <u>exercise</u> programs in which our tribe participates include an evaluation component.	[　]	[　]	[　]
9.	Evaluation results or lessons learned are used to modify and strengthen the training and exercise programs in which our tribe participates.	[　]	[　]	[　]

		Not At All				To A Very Great Extent
10.	To what extent does your tribe use available training to train all personnel with assigned emergency management responsibilities?	1	2	3	4	5

		Not At All Effective				Completely Effective
11.	**Overall**, how would you rate the effectiveness of the training programs in which your tribe participates?	1	2	3	4	5
12.	**Overall**, how would you rate the effectiveness of the exercise programs in which your tribe participates?	1	2	3	4	5

13. What would help your tribe to improve the effectiveness of its training and exercise program?

_____

_____

_____

_____

14. Do you have additional comments regarding emergency management training and exercises?

_____

_____

_____

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IX. COMMUNICATION

This section contains statements about emergency communication—the dissemination and exchange of information before, during and after a disaster. Communication means not only what is being said (the message), but to whom (audience), and how (method) as well.

This section also asks about a number of communication systems. In each case, "system" refers to the collection of policies, procedures and equipment that enables the dissemination or exchange of information.

	Yes	No	Don't Know
1. Our tribe has an emergency preparedness public education program.	[ ]	[ ]	[ ]
2. Procedures are in place for our tribal leader to declare a state of emergency…			
a. The tribal leader is clearly identified	[ ]	[ ]	[ ]
b. Draft disaster declarations are written and available	[ ]	[ ]	[ ]
c. There is a dedicated space for the tribal leader to work during an emergency or disaster	[ ]	[ ]	[ ]
d. The tribal leader is aware of the procedures to request a Proclamation of Emergency from the Governor	[ ]	[ ]	[ ]
e. Communication methods have been clearly defined (e.g., radio, television, news media)	[ ]	[ ]	[ ]
3. An emergency management Public Information Officer(s) (PIO) has been appointed to work with the media and respond to public inquiries during and after an emergency or disaster.	[ ]	[ ]	[ ]
4. Our tribe has a 24-hour communication system to send and receive disaster warnings and information to the State Emergency Management Division (EMD) (e.g., NAWAS, ACCESS, TeleType, telephone, email).	[ ]	[ ]	[ ]
5. The above communication system is regularly tested.	[ ]	[ ]	[ ]
6. Our tribe has access to a 24-hour emergency alert system.	[ ]	[ ]	[ ]
7. The above emergency alert system is regularly tested.	[ ]	[ ]	[ ]
8. Our tribe has access to a 24-hour, hazard-specific warning system for unique local hazards (e.g., flood, tsunami, volcano, lahar).	[ ]	[ ]	[ ]
9. Our tribe has the capability to warn its most vulnerable citizens of an emergency or disaster…			
a. Hearing impaired	[ ]	[ ]	[ ]
b. Vision impaired	[ ]	[ ]	[ ]
c. Non-English speaking population	[ ]	[ ]	[ ]
d. Other special needs populations	[ ]	[ ]	[ ]

	Yes	No	Don't Know
10. Our tribe has a way to communicate with its tribal leader and other vital staff during a disaster…			
a. Communication procedures have been established	[ ]	[ ]	[ ]
b. Adequate communication equipment is available	[ ]	[ ]	[ ]
c. The tribal leader and other staff have been trained in the communication procedures and use of equipment	[ ]	[ ]	[ ]
11. Our tribe has a way to notify and communicate with its responding agencies before arriving at a disaster site…			
a. Communication procedures have been established	[ ]	[ ]	[ ]
b. Responders have been trained in the communication procedures and use of equipment	[ ]	[ ]	[ ]
12. Our tribe has a dispatch system that can be used in the event of a disaster.	[ ]	[ ]	[ ]
13. Our tribe has adequate communications equipment to allow its first responders to communicate directly with one another as needed at a disaster site.	[ ]	[ ]	[ ]
14. Our tribe has integrated local communication resources from the private sector or voluntary organizations for use during a disaster (e.g., Amateur Radio Emergency Services (ARES), Radio Amateur Civil Emergency Services (RACES)).	[ ]	[ ]	[ ]
15. Our tribe has backup in case of failure of its primary communication systems…			
a. Communication system with the State Emergency Management Division (EMD)	[ ]	[ ]	[ ]
b. Emergency alert system	[ ]	[ ]	[ ]
c. Local official/jurisdiction staff emergency communication system	[ ]	[ ]	[ ]
d. Public Information Officer (PIO)'s communication system	[ ]	[ ]	[ ]
e. On-scene command communication system	[ ]	[ ]	[ ]
16. Our tribe regularly has a representative attend our Homeland Security Region meetings.	[ ]	[ ]	[ ]

	Much Worse		About the Same		Much Improved

17. Since Homeland Security Regions were established in Washington State, how has your experience in the following areas changed…?

a. Communication with neighboring counties and/or cities regarding emergency management issues	1	2	3	4	5
b. Coordination with neighboring county or city emergency management programs	1	2	3	4	5
c. Participation in joint training or exercises	1	2	3	4	5
d. Resource sharing with neighboring counties or cities	1	2	3	4	5
e. Mutual aid with neighboring counties or cities	1	2	3	4	5
f. Knowledge of homeland security or emergency management program grants available to you	1	2	3	4	5
g. Success in acquiring homeland security or emergency management program grants	1	2	3	4	5
h. Your overall relationship with neighboring counties and/or cities	1	2	3	4	5

	Not At All				To A Very Great Extent

18. To what extent do the following obstacles **impede** effective emergency or disaster communications in your tribe…?

a. Lack of coordination with other participants	1	2	3	4	5
b. Lack of command and control structure	1	2	3	4	5
c. Lack of communication protocols	1	2	3	4	5
d. Lack of equipment	1	2	3	4	5
e. Incompatible equipment	1	2	3	4	5
f. Obsolete equipment	1	2	3	4	5
g. Insufficient funding	1	2	3	4	5
h. Lack of trained staff	1	2	3	4	5

	Not At All Effective				Completely Effective

19. **Overall**, how would you rate the effectiveness of your tribe's emergency communication?   1   2   3   4   5

20. What would help your tribe to improve its emergency communication?

_____

_____

_____

_____

21. Do you have additional comments regarding emergency communication?

_____

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_____

_____

*   *   *   *   *

Do you have any other comments, or recommendations for systemic improvements in the statewide system of emergency management in Washington State?

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Thank you for your thoughtful responses to this questionnaire, and your participation in this important study. Please submit your completed questionnaire by **Friday, May 28**, **2004** to:

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For more information on the Task Force on Local Programs, or if you would like to follow our progress, please visit our website at www.EMCTaskforce.org.